



1800 Brazosport Blvd.,
Richwood, TX 77531
Phone (979) 265-2082
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SIGN PERMIT APPLICATION

\*\*A separate permit application is needed for each sign\*\*

Project Address: Phone No.

Business Name:

Phone # Fax # Cell #

Contractor Information\*

\*Must be registered with the City of Richwood

Company Name: License No.:

Primary Contact(s):

Address: City: State/Zip:

FREESTANDING SIGNS

No. of Signs: Sign Area:

Sign Length: Sign Height:

Check if applies:

illuminated Changeable Message

Estimated Value (each):

Setback:

Spacing from nearest Existing Sign:

ATTACHED SIGNS

No. of Signs: Sign Area:

Sign Length: Sign Height:

Check if applies:

illuminated Changeable Message

Estimated Value (each):

Building/Business Façade Length:

Building/ Business Façade Height:

Type of Sign? Monument Surface Mounted Pole Electronic/Digital Reface

Lighted Sign? YES / NO If YES - Provide the number of Electrical Circuits

- Please submit ONE (1) Application and TWO (2) sets of DETAILED CONSTRUCTION DRAWINGS (detailed specifications) for EACH sign that is being applied for.
Signs must conform to the City of Richwood Sign Ordinance and meet the 2015 International Building Code, Signs section 3107, and Wind Load Section 1609.
A detailed site plan or survey will need to be submitted, showing property lines, setback requirements, and placement of sign.
Surface Mounted signs MUST include mounting details.
Reface also requires a picture of the sign as it currently stands in addition to the aforementioned items.
IF engineered drawings are required, they must be signed, sealed, and dated by a licensed engineer.

Any electrical work must be performed by a Licensed Master Electrician. A separate permit is required at the same time of issuance of sign permit.

Permit Fee:

Plan Review Fee:

TOTAL FEES:

Signature

Date: